

Financial Systems Division (FSD)

CBS Training

The CBS Training Schedule is available from the training link on the Financial Systems Division (FSD) web site at <http://www.corporateservices.noaa.gov/~cbs/>. The posted schedule will be updated on an as needed basis as revisions occur. Registrations for Instructor Led Training (ILT) will be processed via the Commerce Learning Center (CLC). CBS training information can be accessed directly from the CLC at NOAA: <https://doc.learn.com/noaa>.

FSD/CBS Training Registration Process

- 1) Access the CLC at NOAA: <https://doc.learn.com/noaa>
OR click the **NOAA Learning Center** link on the CLC at <https://doc.learn.com/>
- 2) Click on the **NOAA Financial Systems Division CBS Training** link
- 3) Scroll through the available CBS classes
- 4) Click on the desired class name
- 5) In the new window, click on the ENROLL button in the upper right corner
- 6) An acknowledgement of your enrollment will be displayed and a system generated message will be sent via email with information for the specific class
- 7) Upon receipt enrollment emails, forward the email with applicable ACCS data to CBS.TrainingServices@noaa.gov
- 8) Registration status is available on the NLC by clicking **MY TRAINING PLAN**

Minimum Class Size

A minimum of 10 per class is required for most training sessions. Exceptions may be made under certain circumstances. Individuals registered for a cancelled class will be notified via e-mail and have the opportunity to register for a later session.

Training Confirmations

Confirmation emails will be sent 1-3 weeks prior to a scheduled session to each individual registered for a class with a copy to the LO training contacts and applicable Field Finance Branch coordinator. Training contacts/coordinators are listed at the end of this document.

Costs

There is no tuition costs associated to any of our training. We do ask that if individuals are unable to attend as scheduled, cancellations must be processed at least 3 working days prior to training. Cancellations in most instances are entered through the Learning Center.

FSD/CBS Training Cancellation Process

- 1) Access the CLC at NOAA: <https://doc.learn.com/noaa>
OR click the **NOAA Learning Center** link on the CLC at <https://doc.learn.com/>
- 2) Click on **MY TRAINING PLAN**
- 3) Scroll to the **Enrollments** section
- 4) Click on the desired class in the Enrollment Name column
- 5) In the next window, click on the **Drop** button
- 6) An acknowledgement of your removal will be displayed and a system generated message will be sent via email

Time/Locations

Classes are normally scheduled for 8:30 - 4:00; any change to times for a specific class will be identified in the confirmation e-mails. On an annual basis, training will be held at Headquarters and alternate Field Finance Branch locations. Training in the Washington DC metro area will be conducted in the FSD/CBS Training Room located at 200 Perry Parkway, Suite 10, Gaithersburg, MD. Directions are available on the FSD web site at <http://www.corporateservices.noaa.gov/~cbs/>.

Training at the Field Finance Branches (FFB) is normally conducted at the following locations:

<i>Eastern (EFFB):</i>	Norfolk Federal Building 200 Granby St Norfolk, VA 23510 <i>Eastern Finance Branch Training Room</i>
<i>Central (CFFB):</i>	National Weather Service Training Center 7220 N.W. 101 st Terrace Kansas City, MO 64153
<i>Mountain (MFFB):</i>	David Skaggs Research Center 325 Broadway Boulder, CO 80305 <i>GD 309 – MASC Training Room</i>
<i>Western (WFFB):</i>	NOAA Western Regional Center 7600 Sand Point Way NE Seattle, WA 98115 <i>Bldg 1 - NFMS Northwest Regional Office</i> <i>Western Computer Room</i> <i>Bldg 4 – NFMS Alaska Fisheries Science Center</i> <i>Traynor Seminar Room</i>

Based upon request and specific needs, training may also be conducted at other locations. Requests for training at specific locations should be submitted to CBS.TrainingServices@noaa.gov or to Jackie.Schreckengost@noaa.gov

Financial Systems Division (FSD) Training Contacts:

Jackie.Schreckengost@noaa.gov	301-427-1009 Ext. 130
Joan.M.Mckean@noaa.gov	301-427-1009 Ext. 128
Erin.Cobbs@noaa.gov	301-427-1009 Ext. 190

Field Finance Branch Training Coordinators:

Eastern (EFFB)	Carolyn.D.Collins@noaa.gov	757-441-6886
Central (CFFB)	Diane.C.Locascio@noaa.gov	816-426-7543
Mountain (MFFB)	Pamala.R.Grisham@noaa.gov	303-497-5307
Western (WFFB)	tmwfb@noaa.gov	206-526-6041

Line/Staff Office Training Contacts:

Organizations should notify CBS Client Outreach of any changes to the designated contacts in order to ensure that applicable information is distributed to the appropriate individuals.

The following lists the training contacts for each organization:

NESDIS	Alicia.Taylor@noaa.gov	301-713-3305
	John.R.Phillips@noaa.gov	301-713-9226
NMFS	Mark.Blades@noaa.gov	301-713-2245
NOS	Carmen.Solis@noaa.gov	301-713-3050 x188
	Lorne.Williams@noaa.gov	301-713-2989
NWS	Brian.K.Gorton@noaa.gov	301-713-0436
OAR	Janice.Reaves@noaa.gov	301-713-2454
OMAO	Linda.Smith@noaa.gov	301-713-7625
	Gerald.Thomas@noaa.gov	301-713-7627
NFA	Daniel.Bess@noaa.gov	202-482-3938
CIO	Kathy.Stowe@noaa.gov	301-713-3573
Staff Offices	Shirley.Battaglini@noaa.gov	202-482-0814
	Tim.Daley@noaa.gov	202-482-0965

Cancellations Due to Weather Conditions

In the event of hazardous weather conditions in the Washington DC metro area, FSD complies with the NIST policy for weather-related closures. Please call 301-975-8000 or 800-437-4385, for pre-recorded messages regarding closures or delayed arrivals. If work is delayed, CBS training will be canceled for the day and rescheduled.